



U. S. Department of State

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

|  |  |  |  |  |          |
|--|--|--|--|--|----------|
| 1. Post<br><b>Lagos, Nigeria</b>   |  | 2. Agency<br><b>US Department of State</b> |  | 3a. Position Number<br><b>N55303</b>             |          |
| 3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please provide position number:   |  |  |  |  |          |
| 4. Reason For Submission<br><input type="checkbox"/> a. Redescription of duties: This position replaces<br>(Position Number) _____ (Title) _____ (Series) _____ (Grade) _____<br><input type="checkbox"/> b. New Position _____<br><input checked="" type="checkbox"/> c. Other (explain) <b>Updating PD</b>   |  |  |  |  |          |
| 5. Classification Action   |  | Position Title and Series Code             |  | Grade  | Initials |
| a. Post Classification Authority   |  | Radio Technician FSN-615-6                 |  | FSN-07   |          |
| b. Other   |  |  |  |  |          |
| c. Proposed by Initiating Office   |  |  |  |  |          |
| 6. Post Title Position (If different from official title)<br><b>Radio Technician</b>   |  |  | 7. Name of Employee  |  |          |
| 8. Office/Section<br><b>U.S Consulate General Lagos, Nigeria / IPC</b>   |  |  | a. First Subdivision   |  |          |
| b. Second Subdivision<br><b>IPC</b>  |  |  | c. Third Subdivision   |  |          |
| 9. This is a complete and accurate description of the duties and responsibilities of my position.  |  |  | 10. This is a complete and accurate description of the duties and responsibilities of this position.   |  |          |
| Printed Name of Employee   |  | Date (mm-dd-yyyy)                          |  | Printed Name of Supervisor                       |          |
| Employee Signature   |  | Supervisor Signature                       |  |  |          |
| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.   |  |  | 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. |  |          |
| Printed Name of Chief or Agency Head   |  | Date (mm-dd-yyyy)                          |  | Printed Name of Admin or Human Resources Officer |          |
| Chief or Agency Head Signature   |  | Admin or HR Officer Signature              |  |  |          |
| 13. Basic Function Of Position<br>The incumbent is responsible for installation, repair and maintenance of radio equipment. Coordinates with RIMC radio technicians to facilitate the repair or replacement of IPC radio equipment. Inventory and tracking of all radio equipment. All other related duties are assigned by the IPO, ISO, IMS or FSN Supervisor. Provide training for the correct operation of radios as needed.   |  |  |  |  |          |
| 14. Major Duties and Responsibilities <span style="float: right;">50 % of Time</span><br>- Installs program and maintain radios, base stations, repeaters, telecommunication towers/masts and all other radios in use at the consulate. Maintain database to track the locations and status of all radios. May test and analyze network coverage.<br>- Establish and maintain contact with RIMC and local radio vendors to facilitate the repair, replacement or ordering of new equipment. 10%<br>- Install all necessary transmission equipment components, including antennas or antenna mounts, surge arrestors, transmission lines, connectors, or tower-mounted amplifiers (TMAs). Install or repair tower lighting components, including strobes, beacons, or lighting controllers. Lift equipment into position, using rigging tools or equipment such as gin poles. 20%<br>- Run appropriate power, ground, ethernet, coaxial or fiber cables. 2% |  |  |  |  |          |

(Continue on L sheet)

15. Qualifications Required For Effective Performance

- a. Education  
Completion of secondary school is required. Post-Secondary School work in electrical, electronic or telecommunication theory, physics and computer science
- b. Prior Work Experience  
Three years of directly, progressively responsible experience utilizing knowledge, skills and abilities listed below:
- c. Post Entry Training  
One year to demonstrate capability to manage day-to-day operations in supporting telecommunications operations and mission requirements.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).  
Level III (Work knowledge) Speaking/Reading/Writing is required.
- e. Job Knowledge  
Must have a thorough knowledge of electronic and radio theories and practices, installation, operations management, testing and trouble-shooting and repair procedures and techniques. Must be computer literate particularly with Microsoft Office Suite.
- f. Skills and Abilities  
Must be able to work independently to resolve stressful and unforeseen situations. Communicating effectively with other technicians and logistics personnel is imperative. Must be able to utilize and calibrate a wide range of test equipment and use a myriad of hand and power tool. Must be able to lift weights and climb heights of up to 120fts with due regard to workplace health and safety standards. Must have a valid driver's license to safe-drive government vehicles.

16. Position Element

- a. Supervision Received  
Incumbent receives supervision from the Telecommunication Supervisor in the Information Program Centre.
- b. Supervision Exercised  
Coordinating contractors whom the consulate hires to install radio cable and installation of antenna for various wireless network as well as installers of DSTV and AFN Television for the mission and staff housing.
- c. Available Guidelines  
State Department FAMS, directives, technical manuals, technical bulletins, IRM SOP and from the IPO.
- d. Exercise of Judgment  
Needs to exercise considerable judgment in determining the nature and extent of repair work necessary, considering time restraints involved. Must be able to prioritize project. Must be able to advice in a tactful manner proper radio procedure especially to the American Community.
- e. Authority to Make Commitments  
None
- f. Nature, Level, and Purpose of Contacts  
Frequent working contacts with RPB (Radio Programs Branch), local contractors, DSTV technicians, AFN technicians etc. for the purpose of exchanging information and receiving guidance in order to advice the Telecommunication Supervisor, IMS or IPO.
- g. Time Expected to Reach Full Performance Level  
One year